

Regional Skills Alliances – Request for Proposals

February 14, 2008

1:30 p.m. – 3:00 p.m.

Welcome! We look forward to your participation in the upcoming Webinar.

In preparation for the Webinar, we ask that you read the following information.

- When you log onto the audio portion of the Webinar, you will hear silence, as the Host/moderator/presenter has his/her phone on mute, as should all other participants.
- If you are logging on for a group, when prompted for your name in the sign-up screen, you may identify your group rather than an individual, i.e. ACSET or SEMCA partners.
- Connect to the Webinar using **Internet Explorer**.
- If you have trouble logging onto the Web portion of the Webinar, please check to see if you have **pop-up blockers** "enabled". If so, you need to "disable" them for the duration of the Webinar. If you need assistance with **pop-up blockers**, please call 313-456-3163.
- If you have a virus on your computer, you will NOT be able to join the Webinar.
- Be certain to enter the correct email address on the AT&T Teleconference Service page. Only the email address entered on the Service page will receive the Webinar attachments at the close of the meeting.
- When you are connected to the Web portion of the Webinar you will see "**Webinar Instructions**" which contain important information.
- Once you have logged onto the Web portion of the Webinar, you will see your name on the participant list in the upper right side of your computer screen.
- **DO NOT** put your telephone on HOLD at any time during the conference.
- At the end of the conference, please hang up your telephone and CLOSE YOUR BROWSER WINDOW to avoid unnecessary charges.

No sooner than 10 minutes before the start of the Webinar, follow the instruction below. If you have difficulty with these directions at any time, please contact Alice Long at 313-456-3163 for assistance.

TO JOIN THE AUDIO AND WEB CONFERENCE, PLEASE FOLLOW THESE SIMPLE PROCEDURES:

1. On your telephone, dial the audio conference dial-in number noted below and enter the pass code as prompted.

Primary Dial-In: 1 (877) 411-9748 (for the conference call)

Pass Code: 3949808#

2. To login to the Web Meeting on your computer, copy and paste the following URL in your Web browser:

<http://www.webmeeting.att.com>

3. On the AT&T Teleconference Service page, please enter the following:

- Meeting Number – (8774119748)
- Code – (3949808)
- Email Address – (enter your email address)
- Name – (enter your name)

4. Click on the "Submit" button. [Note: If you receive an error message, you may have logged on too early. You cannot login to the meeting before the Host arrives. Wait a few minutes and try again.]

5. Click on the "Participant" button

6. Should your computer require any updates to accommodate Web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 minutes to complete.